



Graduate Programs in Physiology and Pharmacology/Toxicology Graduate Student Travel Award Guidelines

The Department of Physiology and Pharmacology will offer travel awards to graduate students to facilitate their attendance at scientific conferences where they will present their research findings. Initially, we will contribute \$500 toward the travel costs for graduate students to national or international conference relevant to their research area that occurs between October 1, 2010 and September 30, 2011. This initiative is made possible through the use of enrollment-linked funds distributed to our graduate programs by the university, and will continue as long as funding continues to be available through this or a similar mechanism.

The following criteria must be met to qualify for funding:

- The graduate student must be the first and presenting author on the abstract
- The abstract must include the Department of Physiology and Pharmacology in the graduate student's affiliations
- The graduate student's primary supervisor must hold an appointment in the Department of Physiology and Pharmacology
- Travel support must not be available from other sources [e.g., clinical department or research institute]

Please complete the following checklist and attach:

- Name of Student Applying
- Supervisor Name
- Conference Name and Location
- Date of Conference (Start and End Date)
- If you have already been compensated for the travel, please include the Expense Report Number and attach a copy of the Expense Report
- Copy of the abstract submitted
- Notification of acceptance for the abstract
- To be completed by the student's supervisor: I confirm that travel support is not available from other sources [clinical department or research institute] to support the student's attendance to this meeting

Supervisor's Signature

Date

Additional information:

Please submit this application to Susan McMillan, MSB 216.

Reimbursement:

Upon completion of conference travel, an expense report must be completed and submitted with all receipts (e.g. boarding passes, meal receipts; hotel receipts etc.) and a copy of the expense report to Penny Sim, MSB 216, for processing and reimbursement.